

**DEPARTMENT/UNIT/OFFICE**

**MINUTES OF THE MEETING OF THE HELD AT ON IN THE .**

*Present:*

*Others:*

**I. CALL TO ORDER AND DETERMINATION OF QUORUM**

**II. PRESENTATION AND APPROVAL OF THE AGENDA**

**III. MINUTES OF THE PREVIOUS MEETING**

**IV. NEW BUSINESS**

**V. ADJOURNMENT**

CERTIFIED TRUE AND CORRECT:

ATTESTED: